



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
March 29, 2023**

I. CALL TO ORDER

Jack Crutchfield, President of Carrollwood Village Phase III Homeowners Association Inc., called the Board of Directors meeting to order at 7:00 p.m. on March 29, 2023 at Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

II. ROLL CALL / NOTICE OF MEETING

Directors Present:

Jack Crutchfield – President
Chris Wojcik – Vice President
Andrew Titen – Secretary
Suzanne Fernandez – Treasurer
Mike Jenkins – Director
Frank Mazzie – Director
Marlene Harper – Director
Jessica Magrill – Director

Directors Absent:

Anne Whitaker

Guests Present:

Dawn Archambault, GPI
Laura Salgado, GPI Recd. Secretary
Pat Higgins, Wolcott
Janine Chechanover, Buckingham
Russ Tillson, Turner Trace
Seema Zeya, Windemere West
Ivis Vento, Turner Trace
Jane Case, Cypress Trace

III. APPROVAL OF MINUTES

Mike Jenkins made a motion to approve the February 22, 2023 meeting minutes as submitted. Andy Titen seconded the motion. An abstention was held by Chris Wojcik. **Majority in favor, the motion passed.**

IV. PRESENTATIONS

A. Comments from Homeowners [three (3) minute time limit]

Seema Zeya – paint color guidelines, sprinkler timing
Ivis Vento – footpath accessibility, lighting

V. RATIFICATION OF ARC REQUESTS

Mike Jenkins made a motion to ratify the 3/29/23 ARC requests as presented. Frank Mazzie seconded the motion. **All in favor, the motion passed.**

VI. UNFINISHED BUSINESS

A. Violation Policy Including Fining

Mike Jenkins made a motion adopt the updated Schedule for Correction of Violations and fining process as presented. Andy Titen seconded the motion. An abstention was held by Frank Mazzie. **Majority in favor, the motion passed.**



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VII. NEW BUSINESS

A. Fieldstone Bids

Mike Jenkins made a motion to approve Fieldstone proposal 15028, revision dated 3/29/23/23, in the amount of \$7,947.77 for fig vine installation as indicated, with portions of work to be split between 2023 and 2024. Andy Titen seconded the motion. **All in favor, the motion passed.**

B. Tree Removal Bids

Frank Mazzie made a motion to approve Bay Site Works proposal dated 3/14/23 in the amount of \$3,250.00 for dead Oak cut down, haul away, and stump grinding at Chattam. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

Frank Mazzie made a motion to approve Bay Site Works proposal dated 3/21/23 in the amount of \$2,500.00 for large Oak cut down, haul away, and stump grinding at Burrington near the tennis courts. Andy Titen seconded the motion. **All in favor, the motion passed.**

Frank Mazzie made a motion to approve Bay Site Works proposal dated 3/21/23 in the amount of \$2,500.00 for Oak cut down, haul away, stump grinding, and re-sod at Turner Rd in front of Turner Trace. Andy Titen seconded the motion. **All in favor, the motion passed.**

Frank Mazzie made a motion to approve Bay Site Works proposal dated 3/21/23 in the amount of \$1,000.00 for Pine cut down, haul away, stump grinding, and re-sod at West Village near Burrington. Andy Titen seconded the motion. **All in favor, the motion passed.**

Bay Site Works proposal dated 3/21/23 in the amount of \$1,350.00 for vehicle-struck Pine on West Village Dr just north of Timmes was tabled.

C. Wall Repair Bids

Andy Titen made a motion to approve Carlson Construction quotation 320202023009, dated 3/20/23, in the amount of \$9,500.00 for concrete block wall repairs due to tree growth, to be paid from Reserves. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

Additional bids presented are homeowner-responsibility and will be shared with the homeowner.

D. Playground Bids

Suzanne Fernandez made a motion to approve PlayNation quote dated 3/23/23 in the amount of \$677.25 for playground repairs/swing replacements. Andy Titen seconded the motion. **All in favor, the motion passed.**

Andy Titen made a motion to approve PlayNation quote dated 3/23/23 in the amount of \$537.50 for exercise equipment repainting. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

Fieldstone proposal 15208 for playground mulching was tabled for additional bids.



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E. Entrance Lighting Bids

Andy Titen made a motion to approve Accurate LED proposal 1492, dated 2/24/23, in the amount of \$13,355.00 for electrical panel installation at East Diamond Head and Sussex, and Accurate LED proposal 1506, dated 2/24/23, in the amount of \$11,330.00 for electrical panel installation at Walbrooke and Sussex. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

Accurate LED proposal 1505 was tabled for 2024 budget.

F. Mueller Home Repairs Parking Stops Bid

Andy Titen made a motion to approve Mueller Home Repair estimate 861, dated 3/18/23, in the amount of \$750.00 for parking stop replacement at Burrington park. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

G. Tennis Court Fence Replacement Bids/ H. Tennis Court Resurfacing and Net Replacement Bids

All four (4) bids presented were tabled for re-quote.

A Tennis Court Committee was formed, to consist of Suzanne Fernandez, Chris Wojcik, and Andy Titen to allow for thorough and detailed quote review once obtained. The committee will report back in June with their findings and recommendations.

I. Reserve Study Update Bid

Suzanne Fernandez made a motion to approve Florida Reserve Study and Appraisal bid dated 3/24/23 in the amount of \$2,200.00 for completion of an updated reserve study. Andy Titen seconded the motion. **All in favor, the motion passed.**

VIII. REPORTS FROM MANAGEMENT AND COMMITTEES

PHASE III SPECIFIC

A. Financials (Fernandez)

Suzanne Fernandez gave the report.

B. Grounds/Landscape/Parks/Ponds (Fernandez)

A plant sale will be held at Carrollwood Village Park on 4/8/23 from 9:00 a.m.-4:00 p.m.

The Wellington pond control device issue has been discussed with the County and the County will be obtaining the necessary work orders to complete the repairs.

C. Communications (Fernandez)

Newsletter will be released at the beginning of April, with any additional contest submissions requested no later than Friday, 3/31/23.



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D. Welcome Committee/Welcome Wagon (Wojcik)

Chris Wojcik gave the report. There were four home sales in the month of February.

E. Giving (Titen)

No report.

F. Nominating (Magrill)

Four applicants have been vetted for election.

G. Zoning (Harper)

There are no major updates at this time.

H. Management Report (Archambault)

All Board members were given a copy of the management report.

IX. NEXT MEETING

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, April 26, 2023 at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room.

X. ADJOURNMENT

There being no further business to come before the Board, Mike Jenkins made a motion to adjourn. Andy Titen seconded the motion. All in favor, Jack Crutchfield called the meeting to adjournment at 8:21p.m.

Respectfully submitted,
Laura Salgado, For the Secretary

These minutes were approved on Apr 27, 2023.

Andrew B Titen

Andrew B Titen (Apr 27, 2023 15:05 EDT)

Signed

Andrew B Titen

Printed Name


3.29.2023 Phase 3 MinutesRev1


Final Audit Report


2023-04-27


Created:	2023-04-27
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOI-TzdXfXS68sPCEUzlm1Gc0pleoJ1cl


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 Signer atiten@tampabay.rr.com entered name at signing as Andrew B Titen
2023-04-27 - 7:05:44 PM GMT

 Document e-signed by Andrew B Titen (atiten@tampabay.rr.com)
Signature Date: 2023-04-27 - 7:05:46 PM GMT - Time Source: server

 Agreement completed.
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